

March 3, 1953

FCI - COUNTY PROCEDURE MANUAL

CITRUS - COUNTY APPLICATION PROCEDURE

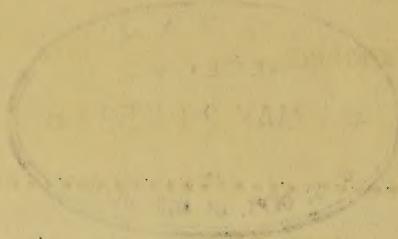
Table of Contents

MAY 21 1953

Page

SECTION I. GENERAL.....	1
A. Citrus Crop Insurance for the 1953 and Succeeding Crop Years.....	1
B. Closing Date for Filing Applications.....	1
C. Final Date for Premium Payment.....	1
D. Minimum Participation Requirement.....	2
E. Applications by Successor-in-Interest Following Death or Incompetence of Insured.....	2
SECTION II. APPLICATION FOR CITRUS CROP INSURANCE.....	3
A. Preparing Forms 312 and Forms 012(A).....	3
B. Groves, Acreage and Share Covered by Application.....	3
C. When Separate Applications Must be Filed.....	4
D. Applications Filed After the Closing Date.....	4
E. Premiums and Letters to Applicants.....	5
F. Numbering Forms 312 and Forms 012(A).....	6
SECTION III. REVIEW, RECOMMENDATION, AND CERTIFICATION OF COUNTY COMMITTEE...	7
A. Review of Forms 312 for Acceptability of Groves.....	7
B. Review of Forms 312 for Completeness and Accuracy.....	7
C. Review of Forms 012(A) for Completeness and Accuracy.....	8
D. Obtaining Agency Acceptance of Forms 012(A).....	9
E. Approval of Forms 012(A).....	9
F. Recommendation for Acceptance of Forms 312.....	10
SECTION IV. CORRECTING, REVISING, OR SUPPLEMENTING ENTRIES ON FORM 312 OR FORM 012(A) BY THE USE OF FORM FCI-2, "AGREEMENT".....	11
A. Changes requiring Approval of Applicant.....	11
B. Changes that May be Made by the County Committee.....	11
C. Preparation of the Form FCI-2, "Agreement".....	11
SECTION V. TRANSMITTAL OF FORMS 312 AND FORMS 012(A).....	11
A. Preparing the Transmittal Sheet (Form FCI-15-Revised).....	11
B. Transmittal of Forms 312 and Attached Forms 012(A) Which are Not Suspended.....	12
C. Transmittal of Suspended Forms 312 and Attached Forms 012(A).....	12
SECTION VI. DISTRIBUTION OF FORMS.....	12
A. Form 312.....	12
B. Form 012(A).....	12
C. Form 2.....	13
D. Form 6.....	13
E. Form 15.....	13
F. Form FCI-20, "Collateral Assignment".....	13
SECTION VII. REVISION OF ACREAGE OR SHARE DATA BY MAY 15.....	13
A. Basis for Submission of Revised Data.....	13
B. Form 312 Marked "Revised Acreage Report" to be Used.....	14
C. Preparation of Revised Form 312.....	14
D. Transmittal of "Revised Acreage Reports".....	15





BIBLIOTECAS MUNICIPALES DE VALLADOLID

186

SECTION I. GENERAL

This procedure is to be used for the 1953 citrus crop insurance program and will continue in use for succeeding years until revised or superseded.

A. Citrus Crop Insurance for the 1953 and Succeeding Crop Years

Citrus crop insurance is offered for the 1953 and succeeding crop years under a continuous contract which will protect the citrus crop from the beginning of the insurance period of each crop year until the fruit is harvested but not later than June 30 of the following calendar year, unless the insurance period is extended by the Corporation. The insurance will provide protection to the citrus grower against loss of his orange, grapefruit, and tangerine crops due to freeze, hail, hurricane, or tornado.

Form FCI-312-Citrus, "Application for Citrus Crop Insurance", (herein called "Form 312") must be used by the grower as his application for insurance. The grower will show on Form 312 all of the insurable acreage of oranges, grapefruit, and tangerines (in the county) in which he expects to have an interest in the crop as of the beginning of the insurance period. If his actual insurable acreage and interest therein on the beginning of the insurance period differs from that shown on his application, he has until the following May 15 to correct the information.

Based on the information given to the salesman by the grower, the salesman will compute the premium which will be payable when the Form 312 is submitted. However, in exceptional cases where the premium cannot be paid at that time, the applicant may give an order on his marketing agency if he has funds which are or will be due him, or on a Production Credit Association if a loan has been or will be approved, from which the premium can be paid by August 31 following the beginning of the insurance period. Such order must be given on Form FCI-012-(A)-Citrus, "Assignment for Citrus Crop Insurance Premium, 195___", (herein called "Form 012(A)") which is provided for this purpose.

B. Closing Date for Filing Applications

Applications must be submitted by the closing date in order for insurance to be in effect the next crop year. An application received through the mail after the closing date may be considered as filed by the closing date if the envelope is postmarked on or before such date. When the closing date falls on a Sunday or other day on which the county office is not officially open for business the next succeeding business day becomes the closing date for that crop year.

C. Final Date for Premium Payment

The premium computed on the basis of the data shown on Form 312 must be paid, or an acceptable Form 012(A) submitted, by the closing date in order for insurance to be in effect for the next crop year. The policy stated in subsection B above with respect to applications received through the mail and occasions when the closing date falls on a non-business day shall apply in the same manner to premium payments and the submission of Forms 012(A).

D. Minimum Participation Requirement

Before applications can be accepted, applications submitted together with all contracts in force must cover 200 insurance units. The number of insurance units counted for an application shall be based on the information shown thereon. For a contract in force, the number of insurance units counted shall be based on the insured's last report of his citrus acreage.

If the minimum requirement for the county is not met by the closing date, applications which have been filed cannot be accepted by the Corporation. Such applications should be transmitted to the state director without further review or recommendation. Any contracts in force will continue in force for one year and will then terminate automatically unless the minimum requirement is met by the next applicable closing date for filing applications.

E. Applications by Successor-in-Interest Following Death or Incompetence of Insured

Insurance contracts terminate upon death or judicial declaration of incompetence of the insured, except that if such death or judicial declaration of incompetence occurs during the insurance period in any crop year the contract shall continue in force until the end of such insurance period for that crop year. If death or judicial declaration of incompetence occurs in May or June, two insurance periods may be involved but the contract will terminate at the end of the insurance period which began on May 1 of the calendar year in which such death or judicial declaration of incompetence occurs.

In any case where the insured dies or is judicially declared incompetent after the beginning of the insurance period for any crop year, and his heir, administrator, executor, committee or conservator does not file an application by the closing date for the following crop year, such closing date and the final date for premium payment will be waived for such successor-in-interest for a reasonable period thereafter provided an inspection of the groves by a Corporation representative reveals that the citrus fruit has not been damaged by an insurable cause of loss. In no case shall the period during which the application may be filed and the premium payment made extend more than 60 days after the beginning of the insurance period.

Where an applicant for insurance dies prior to the acceptance of his application his heir, administrator or executor will have the right to obtain insurance on the citrus grove(s) in which he has an interest at the time of his death under the same terms as are set forth for a successor-in-interest for an insured.

For applications submitted in accordance with this subsection the successor-in-interest must pay the full amount of the premium or make suitable arrangements therefor which may include authority, from a person legally authorized, for the Corporation to retain a premium previously paid by the original insured or applicant. (In cases where such authority cannot be obtained, the county office should request the refund of the original premium payment through the state office.) Since Forms 012(A) given by the original insured or applicant will not be valid, the premium in such cases must be paid or an acceptable Form 012(A) must be given by the successor-in-interest.

Where an application is filed by a successor-in-interest as provided above, a complete statement of facts shall be prepared on Form 6 showing the date of death of the insured or applicant, the relationship of the successor-in-interest to the insured or applicant, and any other pertinent information. (See Section II, F, with regard to numbering an application filed in accordance with this subsection by a surviving spouse, administrator, executor, conservator or committee.)

Whenever it comes to the attention of the county office that an applicant or an insured has died, the county office should contact the successor-in-interest and inform him of the status of the contract and of the requirements regarding insurance.

SECTION II. APPLICATION FOR CITRUS CROP INSURANCE

A. Preparing Forms 312 and Forms 012(A)

Forms 312 and Forms 012(A), when used, shall be prepared in accordance with instructions in the Citrus Crop Insurance Sales Handbook.

Section III, Subsections B. and C. of this procedure outline the review to be made of Forms 312 and Forms 012(A) for completeness and accuracy. The county committee should make sure that sales agents thoroughly understand the requirements of this review in order that suspensions may be held to a minimum.

B. Groves, Acreage and Share Covered by Application

1. Groves and Acreage

The applicant should clearly identify on Form 312 all groves in the county in which he expects to have an interest in the citrus crop as of the beginning of the insurance period. For each insurable grove the kind of fruit shall be listed, together with the number of acres of each kind. The insurable groves and the acreage shown on the application will be covered thereby unless revised or changed as provided in paragraph 3 below.

For any crop year a contract does not cover any acreage for which a coverage is not established by the Corporation by the closing date, or any acreage having a potential production for the crop year of less than 100 standard field boxes per acre. If an insurable grove is divided by the county line, all insurable acreage of the grove for which a coverage is established on the crop insurance map by the closing date will be covered by the contract. In these cases care must be exercised to be sure that the applicant understands which grove(s) are covered by the contract.

Where insurable groves or parts thereof are in two or more premium rate areas, as shown on the crop insurance map, care must also be exercised to be sure that the grower understands which part of his grove(s) is situated in each such area. If, instead of a map, a list of insurable groves showing the rates applicable thereto is used for informing growers, it must be prepared with great care by someone in the county office who is familiar with the location and ownership of the groves.

2. Share

The share(s) which the applicant expects to have in the insurable citrus crops as of the beginning of the insurance period, shall be entered on Form 312. The share listed on the application will be covered thereby unless revised or changed as provided in paragraph 3 below.

3. Revision of Acreage or Share Data

Shortly after an application has been submitted a representative designated by the Corporation will inspect each grove in the county in which the applicant expects to have an interest in the citrus crop as of the beginning of the insurance period. If this inspection reveals that the acreage or share data shown on the application are incorrect he will obtain the correct data in accordance with instructions furnished him.

If the actual insurable acreage of citrus in which the applicant has an interest at the beginning of the insurance period or his share therein on this date differ from the acreage or share shown on Form 312, the applicant may revise these data by May 15 in accordance with Section VII, hereof.

C. When Separate Applications Must be Filed

Only one application should be submitted by an applicant to cover his interest as an individual in all insurable groves in the county. This application will not cover his interest in a partnership but will cover his interest as a co-owner or as a joint-operator where a partnership is not involved. A separate application must be submitted for each partnership or corporation desiring insurance. In all cases except where the applicant is a partnership each interested person must file a separate application. Partnerships must be so designated on the application.

If a person is acting in a fiduciary or representative capacity and also in an individual capacity, or if he is acting in more than one fiduciary or representative capacity, one application will cover only one capacity in which such person is acting. A separate application must be submitted for each capacity for which insurance is desired.

D. Applications Filed After the Closing Date

When an application is filed after the closing date for a crop year the application shall specify the following crop year (in the space provided for crop year) as the first crop year of the contract. In such cases, until a date set by the state director, a Form FCI-2, "Agreement", (herein called "Form 2") shall be prepared as part of the application. The wording to be entered in paragraph 2 of Form 2 shall be as follows with applicable year changes for subsequent years.

"The provisions of the contract for the 1954 crop year shall be the same as though insurance had been in effect for the 1953 crop year. Therefore, notwithstanding any other provision of the contract to the contrary, (1) either the applicant or the Corporation may cancel the contract on or before the cancellation date preceding the 1954 crop year, (2) notice of any changes which are made in the contract for the 1954 crop year will be mailed to the insured at least 30 days prior to the cancellation date, and (3) coverages and premium rates for the 1954 crop year will be on file in the county office at least 30 days prior to the cancellation date."

E. Premiums and Letters to Applicants

The salesmen shall compute the premium for each applicant based on the information shown in items D and J of the application. The premium should be paid by the applicant when the application is submitted. The county committee shall issue Form PMA-592, "Receipt", to the applicant for each premium collected, including any collection made by the salesman. A letter of transmittal shall accompany the Form PMA-592 issued to those applicants who pay their premium when the application is submitted unless such receipt was issued at the time of payment. In addition to acknowledging receipt of the application and premium payment, this letter should inform the applicants that an inspection of groves is necessary before action can be taken on applications. A similar letter omitting reference to the receipt shall be sent to those applicants to whom a Form PMA-592 was issued at the time of payment.

The county committee shall transmit premium collections daily to the branch office on Form FCI-17-Revised, "Transmittal of Collections", in accordance with General Procedure 5, Revised, "Collection of Amounts Due the Federal Crop Insurance Corporation".

In exceptional cases where the premium cannot be paid at the time the application is submitted the applicant may give a premium assignment (on Form 012(A)) to insure the payment of his premium. Such assignment is subject to acceptance by the marketing or financing agency concerned. A premium assignment to be acceptable to the Corporation must provide for payment in full by August 31 following the beginning of the insurance period and have county office approval. Unless the premium is paid in full or an acceptable premium assignment is given by the closing date, the application will be rejected by the Corporation.

The Form PMA-592 shall not be issued by the county committee to the applicant where a premium assignment is given in lieu of the actual payment of the premium. However, in these cases the agency should make payment to the Corporation through the county committee and when such payment is received by the committee Form PMA-592 shall then be issued in the regular manner. For those applicants who give a premium assignment, a letter shall be sent to them acknowledging receipt of their application and assignment of premium and informing them that an inspection of groves is necessary before action can be taken on applications.

Suggested letters are attached to this procedure to be used as a guide for preparing the letters required by this subsection. These letters may be mimeographed. A copy of the letter sent to each applicant should be retained in the county office and filed in the applicant's crop insurance folder.

F. Numbering Forms 312 and Forms 012(A)

1. Forms 312

The state and county code, the year code followed by a dash, and the application number shall be entered on the signed application immediately after it is received in the county office. These entries shall be made promptly on all applications in accordance with the following instructions even though the application may be suspended later and held in the county office, or recommended for rejection.

Where 1953 is the first crop year of the contract the year code is "3". Where 1954 is the first year of the contract the year code is "4", etc. A new application filed before the cancellation date to replace a contract which is canceled shall carry the year code of the first crop year for which the new application is to be effective.

The permanent application number previously assigned to a grower will be retained by him in future years in connection with the citrus insurance program or any other Federal crop insurance program. This is necessary so that records of a grower for various years can be filed together in branch, state and county offices, and because most of the branch office records are kept by contract numbers on mechanical equipment. Except as provided below, permanent numbers previously assigned shall not be reassigned to another grower even though the grower to whom the number was assigned is not now insured.

In order to make it easier to determine continuity of participation and credit for premium reduction purposes due to good experience, applications filed by the surviving spouse of the insured or his administrator, executor, conservator or committee shall be assigned the insured's permanent number.

In order to make certain the same number is not assigned to more than one grower the numerical and the alphabetical list or card index of permanent numbers for insured growers shall be checked carefully prior to assigning a number to each application. If a numerical list and an alphabetical list or card index file has not been prepared previously, they shall be prepared as follows: The numerical list shall show in numerical order the permanent numbers assigned followed by the name of the applicant to whom each such number is assigned, and his address; the alphabetical list or card shall show the name (surname first) of the applicant, his address, and the permanent number assigned to him.

Growers who previously were not assigned permanent numbers shall be assigned numbers consecutively beginning with the first unassigned number. Their names and permanent numbers shall be added immediately to the numerical list and the alphabetical list or card index file.

2. Forms 012(A)

The state and county code, the year code, and the permanent number entered on Form 312 also shall be entered immediately on the related Form 012(A) upon receipt thereof in the county office.

SECTION III. REVIEW, RECOMMENDATION, AND CERTIFICATION OF COUNTY COMMITTEE

A. Review of Forms 312 for Acceptability of Groves

Shortly after permanent numbers have been assigned to Forms 312 as provided in Section II, F. above, the forms shall be given to a representative designated by the Corporation who will inspect the groves of the applicants and enter the appropriate insurance unit number(s) in column 6. After the inspection is made the forms will be returned to the county office.

B. Review of Forms 312 for Completeness and Accuracy

All Forms 312 shall be reviewed thoroughly to determine that they are complete and correct.

1. If any of the following items are incomplete or incorrect, the county committee may make the necessary entries or corrections:

- a. Printed or typed name of applicant and address of applicant, including the state for absentee landlords. If there is a discrepancy in the printed or typed name of the applicant and the applicant's signature, the county committee should prepare Form FCI-6, "Statement of Facts", (herein called "Form 6") indicating that the printed or typed name and the signature are for one and the same person.
- b. Name of county and state. (These entries should be the county and state in which the insured grove(s) is located.)
- c. State and county code and application number.
- d. See that the first year of the contract is entered in the space provided. For applications filed after the closing date, see Section II, D, above.
- e. Data appearing in item J, including the total premium. The premium computation shall be verified in accordance with instructions contained in the Citrus Crop Insurance Sales Handbook for computing the premium. If it is incorrect and the applicant owes

more premium than the amount paid, the county committee should (i) collect the additional amount due the Corporation or (ii) obtain an assignment of premium on Form 012(A) showing the correct amount in cases where this form was previously executed, after which the incorrect Form 012(A) should be destroyed in the presence of the applicant. If the applicant has overpaid the premium, the amount of the overpayment will be refunded by the Corporation if it amounts to \$1.00 or more.

2. If the signature of the applicant is incomplete, the county committee shall request the applicant to complete the signature before the closing date or within 15 days after written notice has been sent to the applicant, whichever is the later. Form 2 (see Section IV) shall not be used to obtain the signature of the applicant for the application, but may be used to complete a signature appearing thereon.

In reviewing applications, the county committee shall give special attention to signatures affixed in a representative capacity in order that it may be sure these signatures are affixed in accordance with General Procedure 1, "Signatures and Authorizations", and that the person signing has authority to act in the capacity indicated. Written evidence of such authority must be on file in the county office or county courthouse.

Data appearing in item D will have been checked by the Corporation representative who inspected the grove(s) and need not be included in the review of the county committee.

C. Review of Forms 012(A) for Completeness and Accuracy

In every case where the premium has not been paid in full by the applicant a Form 012(A) must accompany the application. All Forms 012(A) shall be reviewed by the county committee for correctness and completeness.

1. If any of the following items are incomplete or incorrect the county committee may make the necessary entries or corrections.

- a. The state and county code and application number.
- b. Name and address of the applicant. If there is a discrepancy in the name and address of the applicant and the applicant's signature, or between the Form 012(A) and the Form 312, the county committee should prepare a Form 6 indicating that the name and signature, or the names on the two forms, as the case may be, are for one and the same person.

- c. See that the correct crop year designation is entered in the blank spaces where applicable. This should be the first year of the contract as entered on the related application.
 - d. If there is a discrepancy in the amount of premium on the Form 312, and the Form 012(A), the correct amount shall be entered on the Form 012(A) if it is less than the amount originally entered.
 - e. Name of the marketing agency or the Production Credit Association, if applicant has designated the agency.
2. If any of the following items are incomplete or incorrect the applicable procedure shall apply:
- a. If there is a discrepancy in the amount of premium on the Form 312 and the Form 012(A) and the correct amount is more than that originally entered on the Form 012(A), the applicant should be requested to execute an assignment showing the correct amount, after which the incorrect Form 012(A) should be destroyed in the presence of the applicant.
 - b. If the signature of the applicant is omitted or is incomplete, it shall be obtained or completed as provided in subsection B above for obtaining or completing signatures on applications.

D. Obtaining Agency Acceptance of Forms 012(A)

After the Forms 012(A) have been reviewed as provided in subsection C above and are found to be acceptable from the standpoint of completeness and accuracy, all such forms for an agency shall be assembled for the purpose of obtaining the agency acceptance thereof. When the Forms 012(A) have been accepted by the agency as indicated by its signature in the space provided on the form, the agency copy shall be detached and left with the agency.

At the time the Forms 012(A) are presented for agency acceptance, the county committee shall also determine to their satisfaction if sufficient funds are or will be available in each applicant's account to cover the amount of the premium shown on the assignment. This determination shall be made on the basis of a review of each Form 012(A) with a representative of the agency who is familiar with the status of the applicant's account.

E. Approval of Forms 012(A)

If a Form 012(A) is otherwise acceptable (including agency acceptance) and the county committee determines to its satisfaction that sufficient funds are or will be available to cover the amount of premium shown thereon, a member of the county committee shall indicate county office approval by signing the Form 012(A) and entering the date thereon.

Forms 012(A) shall be prepared for county committee certification by typing the wording "Approved for the County Office by _____

(Signature of

, 195 _____" immediately below

County Committeeman) (Date of Signature)

the spaces provided for the signatures of the insured and the witness thereto. (It is not necessary for the county committee certification to be shown on the agency copy of Forms 012(A).)

If the county committee does not feel that a Form 012(A) should be approved, the certification of the county committee should not be executed. In all such cases, a statement setting forth the reasons for not approving the Form 012(A) should be included on the Form 6 (provided for in subsection F below) giving the reasons for not recommending acceptance of the related Form 312.

All Forms 012(A), whether or not they are approved, shall be reattached to the appropriate Forms 312 as soon as the county committee makes this decision.

F. Recommendation for Acceptance of Forms 312

If a Form 312 appears to be acceptable after the review is made, and the premium is paid in full or an approved Form 012(A) accompanies the application, a member of the county committee shall so indicate by signing the Form 312 and entering the date in the space provided. (Applications recommended for approval by the Corporation representative after his inspection of the grove(s) will have been initialed by him.)

If the county committee does not recommend acceptance of the Form 312, the certification by the county committee shall not be executed. In all such cases, a statement of all facts, together with the committee's recommendation shall be prepared on Form 6 and attached to the Form 312. Although a Form 312 otherwise may be acceptable the certification by the county committee shall not be executed unless the premium is paid in full or an approved Form 012(A) accompanies the application.

All Forms 312, whether or not they are recommended for acceptance, shall be forwarded promptly to the state director in accordance with Section V of this procedure. Forms 312 temporarily suspended by the committee shall be handled in accordance with the applicable parts of Sections IV and V of this procedure.

In no case shall Form 312 be released to the applicant after it is filed with the county committee. If, however, an applicant wishes to withdraw his offer prior to acceptance of the application by the state director, a record should be made of such request in the county office and the applicant's request which must be in writing and signed by the applicant shall be sent to the state director immediately.

Where this procedure does not cover an individual meritorious case, the county committee should submit the case to the state director in accordance with General Procedure 4.

SECTION IV. CORRECTING, REVISING, OR SUPPLEMENTING ENTRIES ON FORM 312
OR FORM 012(A) BY THE USE OF FORM FCI-2, "AGREEMENT"

A. Changes requiring Approval of Applicant

Form 2, "Agreement" may be used to correct or complete an incorrect or incomplete signature but in no case shall it be used to obtain the signature of the applicant.

B. Changes that May be Made by the County Committee

After Forms 312 are transmitted to the state director, the county committee may find it necessary to correct, revise, or supplement entries appearing thereon or on the attached Form 012(A), which do not require the approval of the applicant. Such changes should be accomplished through the use of Form 2.

C. Preparation of the Form FCI-2, "Agreement"

1. The heading and paragraph 1 are self-explanatory and should be completed in every case.
2. Enter in paragraph 2 the title of the Form 312 or Form 012(A).
3. In paragraph 2 in the space provided enter the correction or revision that is to be made, together with the reasons therefor. Reference should be made to the specific item(s) being corrected or revised.
4. The signature of the insured shall be obtained in paragraph 2 for those cases requiring his approval and the date of the signature shall be entered.
5. A member of the county committee shall recommend acceptance by entering the date and affixing his signature in paragraph 3.
6. Paragraphs 4 and 5 are for the use of the Corporation.
7. Enter a check mark (/) in paragraph 6 to indicate the office originating Form 2.

SECTION V. TRANSMITTAL OF FORMS 312 AND FORMS 012(A)

A. Preparing the Transmittal Sheet (Form FCI-15-Revised)

Follow the instructions on the reverse side of Form FCI-15-Revised, "Transmittal of Forms _____", (herein called "Form 15") for the completion of the form.

Forms 312 suspended for any reason and held temporarily in the county office shall be listed in the regular manner on the Form 15. A line shall be drawn through the data on the Form 15 for those forms and the word "Suspended" shall be entered in the "Remarks" column.

Forms 312 which are not recommended by the county committee for acceptance shall be listed in the regular manner on Form 15. For all these cases, the words "Form 6 attached" shall be placed in the "Remarks" column.

B. Transmittal of Forms 312 and Attached Forms 012(A) Which are Not Suspended

The original and state office copy of the Form 15 together with all copies of the Form 312 and all copies (except the agency copy) of any attached Form 012(A), (and other attachments, if any), shall be forwarded to the state director promptly after being reviewed. The county office copy of Form 15 shall be filed.

C. Transmittal of Suspended Forms 312 and Attached Forms 012(A)

When a suspended Form 312 and any attached Form 012(A) is cleared by the county committee, or it is determined that the suspension cannot be cleared, the form shall be listed immediately in the regular manner on a Form 15 plainly marked "Supplemental" in the space provided for the transmittal number. Where it is determined that a suspension cannot be cleared, the county committee shall attach to the form a statement of facts and its recommendations on Form 6. No transmittal sheet number shall be assigned to the Form 15 used for transmitting forms which previously had been suspended. As a cross-reference, the county committee shall insert in the column headed "Remarks" on a "Supplemental" Form 15 the transmittal sheet number upon which the application was originally listed.

SECTION VI. DISTRIBUTION OF FORMS

A. Form 312

All copies of all Forms 312 shall be forwarded to the state director who will make distribution as follows:

1. Original - to the branch office.
2. Insured's copy - to him, attached to policy.
3. County office copy - to the county office.
4. State office copy - filed in the state office.

B. Form 012(A)

When the Form 012(A) is executed by the agency the agency copy shall be given to its representative. All other copies shall be forwarded (together with the related Form 312) to the state director who will make distribution as follows:

1. Original - to the branch office.
2. Insured's copy - to him, attached to policy.
3. County office copy - to the county office.
4. State office copy - filed in the state office.

C. Form 2

When Form 2 relating to a Form 312 or a Form 012(A) is originated by the county committee, all copies except the originating office copy shall be forwarded to the state director. All copies of Forms 2 prepared by the state director which require county committee recommendation (except the originating office copy) shall be forwarded to the county office. Upon making such recommendation, Form 2 shall be returned to the state director. Upon receipt of the approved county office copy from the state office, it shall be attached to the related copy of the contract on file in the county office. The state office will forward the insured's copy of Form 2 to him.

D. Form 6

When Form 6 relating to a Form 312 or a Form 012(A) is originated by the county committee, the original and first carbon shall be forwarded to the state director. The second carbon shall be retained in the county office and filed in the applicant's crop insurance folder.

E. Form 15

1. The original and the state office copy of Form 15, together with all the related Forms 312 listed thereon, and attachments, if any, shall be transmitted promptly to the state director.
2. The county office copy of Form 15 shall be retained in the county office files.

F. Form FCI-20, "Collateral Assignment"

See General Procedure 8 (Revised March 5, 1951) for handling and distribution of Collateral Assignments.

SECTION VII. REVISION OF ACREAGE OR SHARE DATA BY MAY 15

A. Basis for Submission of Revised Data

The citrus crop insurance contract provides that insurance will attach on May 1 of each crop year. Inasmuch as applications will be submitted before this date there may be cases where the data shown in item D of the application do not reflect the facts as of May 1. Consequently, the contract provides that the acreage and share data in item D may be revised by the applicant on or before May 15 of each crop year, to show the actual insurable acreage of citrus in which he shared on May 1 and his share therein.

The responsibility for handling these revised data rests with the county committee. Although requests from insureds must be filed by May 15, the county committee may not consider it necessary to remind applicants of this provision of the contract inasmuch as there should be but few revisions for the first year of the contract. Any such requests for a change in the acreage or share data must be accompanied by satisfactory substantiating evidence. This evidence and any other facts in the case must be entered on Form 6 which shall accompany the revision to the state director.

If after May 15 any case comes to the attention of the county committee in which the acreage or share therein on May 1 differs materially from that shown on the application, it shall be referred to the Corporation representative who inspected the grove(s) to be handled in accordance with instructions from the state director.

Changes in acreage or share which occur after May 1, shall be effected, at the election of the transferor, on a Form FCI-21-Revised, "Transfer of Interest", in accordance with General Procedure 8, Revised, except that item 6 in Part II of Form FCI-21 shall be deleted and the signature of the transferee is unnecessary unless the premium is unpaid at the time the form is executed.

B. Form 312 Marked "Revised Acreage Report" to be Used

A Form 312 to be marked "Revised Acreage Report", and with other changes as indicated below, is to be used in submitting the insured's request for a change in acreage or share providing such request for change is made by May 15. The revised Form 312 will hereafter be referred to as the "revised acreage report". Use of Form 312 to revise acreage or share data is not to be construed as submission of a revised application.

C. Preparation of Revised Form 312

A "revised acreage report" shall be prepared for each contract where acceptable evidence to substantiate a change in acreage or share is submitted in accordance with subsection A above. A "revised acreage report" shall be prepared as follows:

1. Heading. Delete the word "Application" and add "Revised Acreage Report" in the title of the Form 312. This is very important so that the revised form will not be mistaken for the application. Enter the name and address of the insured and other data, including the crop year, exactly as it appears at the top of the application.
2. Delete from the Form 312:
 - a. Items A, B and C.
 - b. The phrase "if this application is accepted" from the printed lines under the space for identification of uninsurable acreage in item D.
 - c. Items E and F.

These deletions should be made in any manner which will leave no doubt that the items were intended to be deleted. Deletions should be performed before the insured signs the form.

3. Item D. In the first line delete the words "expects to" and add the letter "d" to the word "share". The "revised acreage report" must contain data for all insurable acreage in which the applicant has an interest. Care should be exercised in transcribing data from the application to the "revised acreage report" for acreage where no change is involved. The Citrus Sales Handbook contains instructions for preparing item D.

4. Signature. The insured shall sign the "revised acreage report" and the date of his signature must be entered. All signatures shall be affixed in accordance with General Procedure 1, "Signatures and Authorizations".
5. Item J, "Computation of Premium". Columns 7, 8, and 9, including the total premium, must be completed by the county office before submission of the "revised acreage report" to the Corporation representative. Refunds of premiums, if any, will be made by the branch office if the "revised acreage report" is approved. If additional premium is due the case should be handled in accordance with Section III, B, 1, e, hereof.
6. Refer to Grove Inspector. After the "revised acreage report" is completed and prior to certification by the county committee, it shall be promptly referred to the grove inspector. The "revised acreage report" will be handled by the grove inspector in the same manner as an application and returned to the county office.
7. Certification. If after the "revised acreage report" has been returned to the county office it appears to be acceptable and any additional premium resulting from the revision has been paid, or an acceptable premium assignment executed for the correct amount, a member of the county committee shall sign the form and enter the date of his signature in item H. ("Revised acreage reports" recommended for approval by the Corporation representative will have been initialed by him.)
If the county committee does not recommend acceptance of the "revised acreage report" the certification of the county committee shall not be executed. In such cases, a statement of facts on Form FCI-6, together with the committee's recommendation, shall be prepared and attached to the "revised acreage report".

D. Transmittal of "Revised Acreage Reports"

All "revised acreage reports" and attached Forms 6 shall be forwarded to the state director as soon as possible after May 15. Form 15 shall be used for this purpose. The words "Revised Acreage Reports - Citrus" should be entered in the space provided on the Form 15. No transmittal number need be assigned to it. Otherwise the Form 15 should be prepared in accordance with Section V hereof. When the approved copy of the "revised acreage report" is received in the county office it should be filed with the related accepted Form 312.

Letter No. 1

Dear Mr. _____: This is to acknowledge receipt by this office of Form FCI-312-Citrus, "Application for Citrus Crop Insurance", assigned application number _____, submitted by you for the 195_____ and succeeding crop years. Also, we are enclosing Form PMA-592, "Receipt", for the amount of your 195_____ citrus crop insurance premium paid at the time your application was submitted.

Before action can be taken by the Federal Crop Insurance Corporation toward accepting applications, an inspection must be made of all groves covered by each application. After your groves have been inspected the Corporation will, if your application is accepted, send you a continuous citrus crop insurance contract, consisting of a copy of the accepted application and a citrus crop insurance policy, effective beginning with the 195_____ crop year.

If you have any questions in connection with your application or desire other information concerning citrus crop insurance, please feel free to contact this office.

Letter No. 2

Dear Mr. _____:

This is to acknowledge receipt by this office of Form FCI-312-Citrus, "Application for Citrus Crop Insurance", assigned application number _____, submitted by you for the 195_____ and succeeding crop years. We are also in receipt of Form FCI-012(A), "Assignment for Citrus Crop Insurance Premium, 195_____", which you filed to insure payment of your premium for the 195_____ crop year.

Before action can be taken by the Federal Crop Insurance Corporation toward accepting applications, an inspection must be made of all groves covered by each application. After your groves have been inspected the Corporation will, if your application is accepted, send you a continuous citrus crop insurance contract, consisting of a copy of the accepted application and a citrus crop insurance policy, effective beginning with the 195_____ crop year.

If you have any questions in connection with your application or desire other information concerning citrus crop insurance, please feel free to contact this office.

(Suggested form letter to be sent to applicants who file premium assignments.)

